



## Cities And Towns Above 5,000 Population General Retention Schedule (CTGRS) Indiana Commission On Public Records - County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:	NAME OF COUNTY ADOPTING RETENTION SCHEDULE:	DATE ADOPTED BY THE COUNTY COMMISSION ON PUBLIC RECORDS:
DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS  <i>SIGNATURE</i>	PRINTED NAME: <b>Jim Corridan</b>	
CHAIRPERSON OF THE COUNTY COMMISSION ON PUBLIC RECORDS:  <i>SIGNATURE</i>	PRINTED NAME:	
SECRETARY OF THE COUNTY COMMISSION ON PUBLIC RECORDS:  <i>SIGNATURE</i>	PRINTED NAME:	

### THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.

#### Instructions:

1. Records listed on this schedule may be destroyed upon completion of a *Notice of Destruction, State Form 44905* and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.

2. **County officials should first reference this office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to the general retention schedule (CLGRS)

3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a *Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505*, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.

#### GUIDELINES:

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

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Revised April 20th, 2005 by the Oversight Committee on Public Records/Indiana Commission on Public Records. Replaces CITOGRRFIN 11/19/97

Cities And Towns ~~Above 5,000 Population~~ General Retention Schedule (CTGRS) (See page 1 for instructions and guidelines)

RECORD SERIES NUMBER TITLE/DESCRIPTION	RETENTION PERIOD
<p><b>CTGRS 1. RECEIPTS/QUIETUS</b></p> <p><b>City Forms:</b>  <del>Form 203—Treasurer's Receipt.</del>  <del>Form 203A—Clerk Treasurer's Receipt.</del>  <del>Form 204—Controller or Clerk's Quietus and Application to Pay.</del></p> <p><b>Town Forms:</b>  <del>Form 217—Clerk Treasurer's Receipt.</del></p> <p><b>City and Town Forms:</b>  <del>Form 214CT—City/Town Court Receipt</del>  <del>Form 224B—MVH Fund Receiving Receipt.</del>  <del>Form 233—Receipt for Assessment</del>  <del>Form 236—Receipt for Full Payment of Assessment</del></p> <p><b>Utility Forms:</b>  <del>Form 310—Guarantee Deposit Receipt</del>  <del>Form 311—Water and Sewage Receipt</del>  <del>Form 312—Electric Receipt</del></p> <p><b>General Forms:</b>  <del>Form 352—General Receipt</del></p>	<p><del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del></p> <p><del>{4 years on TGRS}</del></p>
<p><b>CTGRS 2. VOUCHERS/CLAIMS</b></p> <p><b>City Forms:</b>  <del>Form 201—Accounts Payable Voucher.</del></p> <p><b>Town Forms:</b>  <del>Form 39—Accounts Payable Voucher</del></p> <p><b>Utility Forms:</b>  <del>Form 301—Municipal Water Utility Accounts Payable Voucher</del>  <del>Form 301S—Municipal Sewage Utility Accounts Payable Voucher</del>  <del>Form 305—Municipal Electric Utility Accounts Payable Voucher</del>  <del>Form 325—Municipal Gas Utility Accounts Payable Voucher</del></p> <p><b>General Forms:</b>  <del>Form 98—Purchase Order</del>  <del>Form 99P—Publisher's Claim</del>  <del>Form 101—Mileage Claim</del>  <del>Form 354—General Claim</del></p>	<p><del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del></p> <p><del>{4 years on TGRS}</del></p>

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<p><b><del>CTGRS 3. CANCELLED CHECKS/WARRANTS</del></b></p> <p><b><del>City Forms:</del></b>  <del>Form 205—Warrant</del>  <del>Form 205A—Warrant</del>  <del>Form 205PR—Payroll Warrant</del>  <del>Form 205A PR—Payroll Warrant</del></p> <p><b><del>Town Forms:</del></b>  <del>Form 219—Clerk Treasurer's Warrant</del></p> <p><b><del>City and Town Forms:</del></b>  <del>Form 215CT (1987)—City/town Court Check</del></p> <p><b><del>General Forms:</del></b>  <del>Form 353—General Warrant</del>  <del>Form 356—General Check</del>  <del>Form 357—General Payroll Check</del></p>	<p><del>DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del></p>
<p><b>CTGRS 4. CHECK REGISTERS/WARRANT REGISTERS</b></p>	
<p><b><del>Town Forms:</del></b>  <del>Form 39—Accounts Payable Voucher</del></p> <p><b><del>City Forms:</del></b>  <del>Form 214—Depository Record and Warrant Register</del></p> <p><b><del>General Forms:</del></b>  <del>Form 364—Accounts Payable Voucher Register</del></p>	<p><del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del></p> <p><del>[4 years on TGRS]</del></p>
<p><b>Utility Forms:</b>  Form 302 —Water Utility Voucher Register (short form)—Class A and B  Form 303 (R 1986) – Water Utility Voucher Register (long form)—Class A and B  Form 306 —Electric Utility Voucher Register (short form)— Class A and B  Form 307 —Electric Utility Voucher Register (long form)— Class A and B  Form 319 – Simplified Cash Journal Water Utility – Class C  Form 323 – Simplified Cash Journal Wastewater Utility – Class C  Form 326 – Gas Utility Cash Journal – Class C  Form 327 – Gas Utility Simplified Cash Journal – Class D  Form 329A—Municipal Sewage Utility Voucher Register  Form 329B – Municipal Sewage Utility Voucher Register (long form with insert)  Form 330 – Revenue Register – Class A and B Water and Wastewater  Form 331 – Expense Register – Class A and B Water and Wastewater  Form 356 – General Check</p>	<p>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p><b><del>CTGRS 5. TRANSMITTALS</del></b></p> <p><b><del>City and Town Forms:</del></b>  <del>Form 217CT—Report to County Auditor of Fines and Fees Collected in City/ Town Courts</del>  <del>Form 218CT—City/Town Court Transmittal Report to Fiscal Officer</del>  <del>Form 220CT—Report to County Auditor of Court Costs Collected in City/Town Courts</del></p> <p><b><del>General Forms:</del></b>  <del>Form 362—Report of Collections</del>  <del>Form 363—Report of In-kind Matching Contributions</del>  <del>Form 366—Quarterly Report of Handgun Transfer Fees Due State</del></p>	<p><del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del></p> <p><del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del></p> <p><del>[4 years on TGRS]</del></p>

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<b>CTGRS 6. BANK STATEMENTS/DEPOSIT TICKETS</b>  <i>Form 352—General Receipt</i>	<del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del>  {4 years on TGRS}				
<b>CTGRS 7. BANK RECONCILIATIONS AND REPORTS</b>  <b>City and Town Forms:</b> Form 206—Clerk Treasurer's, City Controller's and City Treasurer's Monthly Financial Depository Statement and Cash Reconciliation Form 212—Treasurer's Daily Balance of Cash, Depositories and Investments  <b>General Forms:</b> Form 360—Monthly Financial, Depository Statement and Cash Reconciliation Form 361—Treasurer's Daily Balance of Cash, Depositories, and Investments	<del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del>  {4 years on TGRS}				
<b>CTGRS 8. FEE AND CASH BOOK</b>  <b>County Forms:</b> Form 41—Fee Book	<del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del>  {6 years on TGRS}				
<b>CTGRS 9. PAYROLL RECORDS</b>  <b>General Forms:</b> <table border="1" data-bbox="110 961 1511 1312"> <tr> <td data-bbox="110 961 954 1094">Form 99A—Employee's Service Record</td><td data-bbox="963 961 1511 1094"><del>DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del></td></tr> <tr> <td data-bbox="110 1100 954 1312">Form 99B—Employee's Earnings Record</td><td data-bbox="963 1100 1511 1312"><del>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</del></td></tr> </table>		Form 99A—Employee's Service Record	<del>DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del>	Form 99B—Employee's Earnings Record	<del>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</del>
Form 99A—Employee's Service Record	<del>DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del>				
Form 99B—Employee's Earnings Record	<del>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</del>				
<b>CTGRS 10. PAYROLL VOUCHERS</b>  <b>City and Town Forms:</b> Form 222—MVH Fund Employee's Time Record  <b>General Forms:</b> Form 99—Payroll Schedule and Voucher Form 99C—Employee's Weekly (Work Period) Earnings Record	<del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del>  {4 years on TGRS}				
<b>CTGRS 11. TIME CARDS</b>	<del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del>  {4 years on TGRS}				

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<p><b>CTGRS 12. RECEIPT REGISTERS</b></p> <p><b>Utility Forms:</b>  Form 313A (R 1966) — Register of Daily Cash Receipts— Consumers (water or sewage utility)  Form 313B (R 1966) — Register of Daily Cash Receipts— Consumers (water or sewage utility)  Form 313C (R 1966) — Register of Daily Cash Receipts— Consumers (water and sewage utility combined)</p>	<p><del>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del></p> <p>[4 years on TGRS]</p>
<p><b>CTGRS 13. BARRETT LAW/GROUP A</b></p> <p>Form 10 —Memo of Payments Available (use is optional)  Form 233A —Barrett Law Receipt (Waivered Assessment)—Optional Form  Form 234 —Notice of Waivered Delinquency  Form 236 – Receipt for full Payment of Assessment  Form 237 —Notice of Assessment  Form 240 —Notice of Delinquent Non-Waivered Assessment</p>	<p>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>
<p><b>CTGRS 14. BARRETT LAW/GROUP B</b></p> <p>Form 42 —Public Improvement Bond Register  Form 43 —Primary Assessment Roll  Form 44H —Ledger—Waivered Accounts  Form 46 —Improvement Duplicate  Form 232 —Journal of Barrett Law Funds  Form 238H —Ledger of Non-Waivered Accounts  Form 241 —Summary of Payments  Form 242—Receipt for and Schedule of Payments of Bonds and Coupons</p>	<p>DESTROY after fifteen (15) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>
<p><b>CTGRS 15. STATE BOARD OF ACCOUNTS AUDIT REPORTS</b></p>	<p><del>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</del></p>
<p><b>CTGRS 16. LEDGERS AND REGISTERS</b></p> <p><b>City and Town Forms:</b>  Form 208 – Ledger of Receipts, Disbursements and Balances  Form 209 - Ledgers of Appropriation, Encumbrances, Disbursements and Balances</p> <p><b>General Forms:</b>  Form 350 —Register of Investments  Form 351 —Register of Insurance</p>	<p>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p><b>CTGRS 17. PUBLIC SAFETY PENSION RECORDS</b></p> <p><b>General Forms:</b>  Form 355 – Schedule of Pension and Disability Payments</p>	<p>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> <p>[4 years on TGRS]</p>
<p><b>CTGRS 18. BONDS, BIDS AND CONTRACTS</b></p> <p><b>General Forms:</b>  Form 86 —Contractor's Combination Bid Bond and Bond for Construction  Form 86A —Contractor's Bond for Construction  Form 95 —Bid, Offer or Proposal for Sale of Lease of Materials (Obsolete)  Form 96 —Contractor's Bid for Public Work</p>	<p><del>DESTROY six (6) calendar years after completion of project, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</del></p>

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